Congratulations! You will be using LabArchives in your course, putting you ahead of the curve when it comes to the best practices for research documentation. Here are a few important things to help you get started.

1. **Access your Notebook**
   - Your instructor may provide you with a link to sign up for LabArchives or you may receive an email.
   - Your Course Notebook will be waiting for you.

   **Tip:** If you’ve used LabArchives before, click on “Notebooks” to find your new course notebook.

2. **Complete Assignments**
   - Add text and format your page using the Add Entry Toolbar
   - You can drag and drop files to your lab notebook and edit office documents using Microsoft Office Online.

   **Tip:** Always check your notifications to know about new course content or grades.

   - To edit an entry, click the **edit** button.
3 Submit Assignments and View Grades

- Submit assignments using the assignment entry.
- If you are working in a group, everyone should submit the assignment and indicate where the work is located.

- After you submit the assignment, the page may lock. It will become unlocked when the assignment is graded.

- View your grade on the assignment entry
- Your instructor may add feedback on the page

Tip: To view all grades, go to “View Grades” in Utilities.

4 Comments

- Use Comments to communicate with other students, TA’s or instructors. Use @ mentions to alert a user.